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Sent: Tuesday, April 26, 2016 3:31 PM
To: ACT List
Subject: Statewide High School Assessment Updates - 3/26/2016

Dear educators:

ACT ASPIRE test window launched this week and some of our districts have already begun testing. Here are a few quick reminders:

- Please make sure that students are **logging into their own tests** using their test tickets prior to starting the test.
- When submitting **Reinstatement requests** in the ASPIRE portal, the name and contact information for the staff submitting the request should be entered in the comment section along with a detailed reason for the Reinstatement request. When a test is reinstated, all the current responses are purged and the student will have to take the test again.
- After requesting the reinstatement, you should check the Student Request Queue for the status of that request. If approved, you will need to create a new test session for that student, add them to the test session and test the student.
- Please use the **Student Transfer** process in the ASPIRE portal for students who transfer between two schools.
- The new school should request to transfer students from the old school. The ASPIRE portal administrator from the student's old school should review and approve the transfer.
- Detailed information on the Student Transfer process in the ASPIRE portal is included on pages 40 - 41 of the ASPIRE Portal User Guide (available on the [Wisconsin ASPIRE AVOCET webpage](http://avocet.pearson.com/WisconsinACTAspire/Home) <http://avocet.pearson.com/WisconsinACTAspire/Home>.)
- **Portal administrators must select the student tab on the top navigation bar in the ASPIRE portal, then select the student request queue, and approve/reject the requests that are pending as soon as possible. This step must be completed to allow new schools to establish the test sessions for these students.**

A detailed list of ACT ASPIRE testing reminders is available at
<http://dpi.wi.gov/sites/default/files/imce/assessment/pdf/4-12-16.pdf>.

Thanks,
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